

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### NURSE SUPERVISOR

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#### DEFINITION

Supervises nursing personnel in the management of health care delivery; functions as associate administrator in a health-care-oriented facility; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules, and assignments; administers personnel and related policies and procedures.

Directs nursing personnel in the provision of client care; maintains professional nursing standards and accomplishes nursing service program objectives; promotes standards of nursing.

Monitors accrediting, surveying, and regulatory criteria to maintain compliance; assures compliance with regulatory requirements.

Integrates standards of nursing care to assure optimal level of care to clients and to meet nursing service objectives; establishes and maintains guidelines for staffing to assure optimal nursing care within assigned areas.

Provides consultation regarding client issues and standards of client care to nursing personnel and interdisciplinary team; participates in interdisciplinary meetings to coordinate nursing services with other health disciplines and to accomplish the mission of the health care agency.

Recommends and initiates long-range planning strategies for improvement of health care delivery services; recommends cost effective use of resources; participates in the development, implementation, and revision of policies and procedures.

Promotes research utilization by assigned staff and encourages independent or collaborative research efforts by staff.

Collaborates with nursing administration to establish departmental goals and objectives and participate in planning and implementing strategies to assure continuous quality improvement.

Identifies educational needs and assures provision of staff development programs.

Participates in continuing education to maintain credentials and increase expertise and knowledge in professional clinical nursing and administration.

#### COMPETENCIES REQUIRED

Knowledge of professional nursing theory, trends, and practices.

Knowledge of the principles and methods of supervision and management

Knowledge of organizational theories, structures, and inter-relationships.

Knowledge of nursing specialties of the employing organization.

Knowledge of the principles of learning and change theory.

Ability to plan, assign, direct, and evaluate the work of others.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to understand and appreciate different and opposing perspectives, to adapt own approach to changing situations, and to change or easily accept changes in own organization or job requirements.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail, and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors, and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's degree in Nursing and experience equal to one year of full-time clinical nursing experience in a correctional environment or in mental health/psychiatrics, pediatrics, geriatrics, or intellectual disability;

OR

graduation from an accredited college or university with a Master's degree in Nursing;

OR

an equivalent combination of the required education and experience, substituting one year of full-time experience for thirty semester hours or equivalent of education; with no substitution for the one year of full-time experience in a correctional environment or in mental health, psychiatrics, pediatrics, geriatrics, or intellectual disability.

#### **NECESSARY SPECIAL REQUIREMENTS**

Licensure as a Registered Nurse in the State of Iowa by the Iowa Board of Nursing or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrators Agreement of the National Council of State Boards of Nursing.

#### **NOTE**

More information regarding the Nurse Licensure Compact Administrators agreement of the National Council of State Boards of Nursing is available at: [Nurse Licensure Compact](#)

Review the provisions of the statute that authorized the creation of the Nurse Licensure Compact at: [Chapter 152E, Iowa Code](#)

Effective Date: 04/15 KF